

Quarterly Contract Bundling Report Form

Organization Name: _____

Period Covered by This Report: _____

1. Describe your department or agency's efforts to implement the nine action items in the report entitled "Contract Bundling: A Strategy for Increasing Federal Contracting Opportunities for Small Business," dated October 2002.

2. Include a description and dates of most recent action taken and planned action, e.g.,

-- established program to _____

-- issued guidance that _____

-- reallocated agency resources to _____

-- trained _____ employees on _____

3. Explain how your agency programs, policies, or procedures were changed.

4. Attach explanatory agency documents, e.g., guidance, instructional memo.